

CHECKLIST FOR SUBMITTAL OF REQUEST FOR FUNDS

I. REQUEST FOR FUNDS FORM

- ___ Section I – TSEP Recipient Information completed, including the contract number, drawdown number, TSEP recipient address, bank address and account number, and total amount requested.
- ___ Section II – Financial Information completed, Columns A through D, Lines 1 through 5 (this should reflect TSEP budget only).
- ___ Section III – Local Approval completed, including: dates, **(original)** signatures and titles.
- ___ Copies of invoices, purchase orders, lease agreements, acquisition agreements, etc.,
- ___ Copies of timesheets or other summary payroll information for work performed by city or county employees. At a minimum, include the name, title, time period that work was performed, total hours worked, activities performed, and total amount earned.

II. UNIFORM STATUS OF FUNDS SPREADSHEET

- ___ Copy of the current Uniform Status of Funds Spreadsheet. The amounts on the spreadsheet must match the amounts on the Request for Funds Form.

III. UNIFORM INVOICE TRACKING SPREADSHEET

- ___ Copy of the current Uniform Invoice Tracking Spreadsheet. At a minimum, the TSEP recipient must record all invoices from a consultant project manager, project engineer and construction contractor.

IV. PROJECT PROGRESS REPORT

- ___ Identification information completed, including: name of TSEP recipient, contract number, drawdown number, total amount requested, date.
- ___ Administration/Financial section completed, including: amount requested, brief description of the use of the funds requested for each line item. All expenditures must be listed that have been paid in part or totally from TSEP funds, regardless of the amount. Summary payroll information for work performed by TSEP recipient's employees.
- ___ Activity section completed, including: amount requested, brief description of the use

of the funds requested for each line item. All expenditures must be listed that have been paid in part or totally from TSEP funds, regardless of the amount. Summary payroll information for work performed by TSEP recipient's employees.

- _____ Project Status section completed, including a summary of the overall status of the project and any other information relevant to the implementation of project.

V. CERTIFICATION OF LABOR COMPLIANCE

- _____ When requesting TSEP funds to pay for construction expenses, attach a copy of the completed Certification of Labor Compliance with each request.